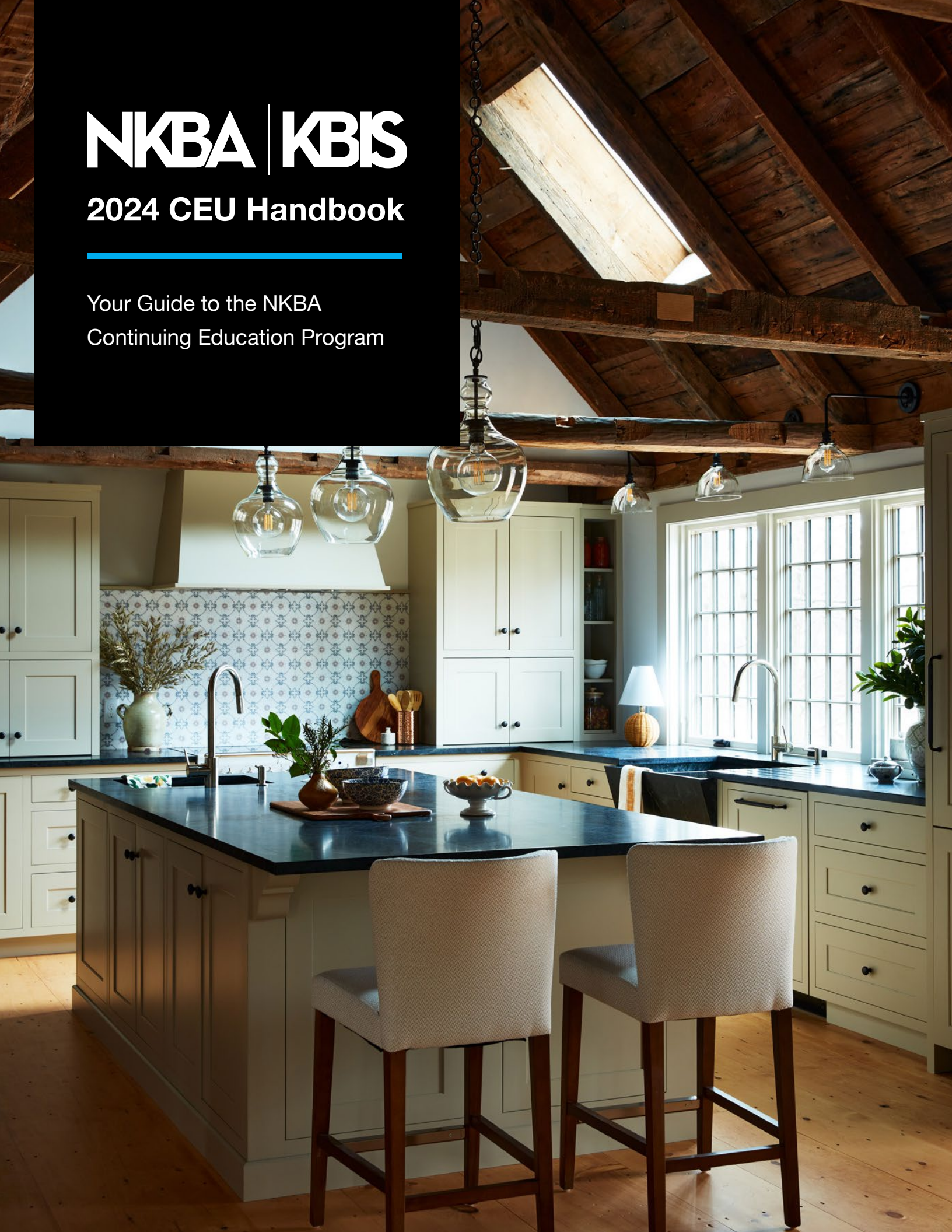


NKBA | KBIS

2024 CEU Handbook

Your Guide to the NKBA
Continuing Education Program



The NKBA CEU Program

The Continuing Education Unit (CEU) Program provides NKBA-certified members with the ability to keep informed of the current trends and fine tune their skills so that they can continue to provide a high level of quality service to their clients in an ever changing industry and marketplace.

NKBA certified members who continue to meet the CEU requirements every cycle enjoy the following advantages:

- + Refined the tools necessary to excel in their profession
- + Promote their expertise to consumers
- + Stay ahead of the competition
- + Outside the box solutions
- + Remain relevant in an ever changing industry
- + Commitment to excellence
- + Value to employers



Table of Contents

What are Continuing Education Units (CEUs)?	4
Why Do I Need to Earn CEU Credit?	6
CEU Requirements	8
What Qualifies for CEU Credit?	10
New CEU Opportunities	13
Submitting CEU Credit	15
Sample CEU Online Reporting Form	17
Monitor Your CEU Submissions	19
FAQs (Frequently Asked Questions)	22

What are Continuing Education Units—CEUs?



What are Continuing Education Units — CEUs?

Definition of a CEU

The Continuing Education Unit (CEU) is a nationally recognized unit of measure used to quantify continuing education activities. The CEU hour is defined as 60 minutes of interaction between a learner and instructor or between a learner and materials that have been prepared to facilitate learning.

CEUs were created as a way to document education and training in specifically developed activities in the residential landscape for adult learners in a variety of disciplines. One (1.0) CEU is defined as 10 contact hours of participation in a continuing education experience. Subject matter should include residential design only.

The NKBA created the continuing education program to promote and enrich knowledge, improve skills and develop attitudes for the enhancement of the kitchen and bath industry in order to insure public confidence in NKBA certified professionals.

How can I earn CEUs

CEUs are awarded for participation in formal educational activities with professional associations, business and industry professionals. Workshops, seminars, training programs, product demonstrations, conferences and short courses relating to the kitchen & bath industry may qualify for CEU credit.

NKBA Members can submit events from any organization for CEUs as long as they have an educational component and are related to the kitchen and bath industry. The NKBA recognizes providers of quality continuing education coursework through our CEU Provider Program. To view a list of CEU programs, [click here](#).

All CEU submission's are reviewed by the NKBA certification department for approval. If the CEU submission requires additional information prior to approval, the NKBA will reach out to the certified member.

Why Do I Need to Earn CEU Credit?



Why Do I Need to Earn CEU Credit?

The continuing education program was adopted by the NKBA in 1993, with the overwhelming support of its certified member, to provide NKBA-certified individuals with the necessary tools to excel in their profession and promote themselves to consumers.

CEUs provide the opportunity for individuals to have recognition of their efforts to update or broaden their occupational knowledge, skills or attitudes. By ensuring that all certified designers maintain an adequate level of knowledge, the NKBA will assist in building consumer confidence and trust in the profession. Both designers and consumers are better protected in a highly educated marketplace.



Design: Jerel Lake | Photo: Marc Mauldin

CEU Requirements



CEU Requirements

NKBA certified members are required to earn 2.0 CEUs (20 hours) per CEU cycle. NKBA Retired members must submit 1.0 CEUs (10 Hours). By supporting demanding CEU program requirements, we can maintain the NKBA CEU program as the gold standard in continuing education in the industry, and protect the integrity of NKBA certifications.

All members who become certified in the middle of a CEU cycle will be awarded a pro-rated amount of CEU hours in accordance with the CEU cycle.

2-Year Cycle Dates CEU Hours Required

July 1, 2024 – June 30, 2026 (20 hours)

July 1, 2026 – June 30, 2028 (20 hours)

July 1, 2028 – June 30, 2030 (20 hours)

July 1, 2030 – June 30, 2032 (20 hours)

Hours must be earned within the designated CEU cycle and cannot be carried over from one cycle to the next. Education/training attended prior to certification cannot be counted towards a members CEU record.

Every CEU cycle covers a two-year period of time during which certified members must earn their required continuing education units. NKBA members who are interested in reinstating their certification should send an e-mail to ceu@nkba.org and request reinstatement. The request will be reviewed by the NKBA Learning team and the member will be notified by the NKBA if they are eligible for reinstatement.

If eligible for reinstatement, NKBA certified members must submit CEUs attained in the prior cycle within 30 days of notification. Members whose certification is suspended and are not eligible for reinstatement will be required to reapply and retest in order to be NKBA certified.

Meeting the CEU requirements for each cycle is mandatory for maintaining your certification.

What Qualifies for CEU Credit?



What Qualifies for CEU Credit?

Earning CEU credit to maintain your certification is not difficult to do. Any activity in residential design where the certified member is on the receiving* end of the formal instruction or training is applicable for CEU credit, provided it pertains to the kitchen/bath industry. Courses ranging from 30 – 59 minutes in length may be awarded 0.05 CEUs. Any course or program less than 30 minutes in length does not qualify for CEU credit.

[NKBA.org](https://www.nkba.org) offers courses and webinars in topics such as design and various business related areas.

Here is a list of suggested resources for earning credit:

- + NKBA Chapter Meetings
- + NKBA Webinars and Courses
- + KBIS Conference Seminars
- + KBIS VFTI Sessions
- + NARI Educational Programs
- + ASID Educational Programs
- + AIA Educational Programs
- + Industry Related Courses
- + Specialty Badge Courses
- + NKBA approved CEU Provider Courses
- + Other (submit for pre-approval)



Design: Jaque Bethke | Photo: Phil Johnson

What Qualifies for CEU Credit?

Examples of topics that qualify for CEU credit:

- + Kitchen/Bath Design
- + Drawing Interior Design
- + Construction
- + Sales
- + Architecture
- + Color
- + CAD Software
- + Perspective
- + Surfaces
- + Green Design
- + Leadership
- + Ergonomics
- + Countertop Design
- + Marketing
- + Lighting
- + Codes & Standards
- + Building Technology
- + Showroom Design
- + Business Management
- + Aging in Place
- + Appliances
- + Universal Design
- + Other (Submit for pre-approval)

*Activities and events such as holiday parties, awards presentations, trade shows or entering contests DO NOT qualify for CEU credits. The certified member must be on the receiving end of some type of formal education in a structured or self-directed environment.



Design: Angel Yalda | Photo: Larry Arnal

New Opportunities for Earning CEUs



New Opportunities for Earning CEUs

The NKBA recognizes the efforts of those certified members who create and present learning programs and materials for the Kitchen and Bath Industry. The following activities qualify for the preset number of CEUs:

New CEU Opportunities	
NKBA Activity	Number of CEUs
Present an NKBA program, course, webinar	0.3 CEUs each program per cycle
Publish an article in NKBA trade publication	0.2 CEUs
Accept submission to NKBA Knowledge Base	0.1 CEU
Leadership at NKBA National Level	0.5 CEUs/year
Leadership as officer at NKBA Chapter Level	0.3 CEUs/year
Facilitate an NKBA Chapter Study Group	0.2 CEUs
Present at KBIS Voices From the Industry	0.2 CEUs
Judge an NKBA Design Competition	0.2 CEUs
Create NKBA Certification Exams	0.2 CEUs
Earn a Specialty Badge — eligible after passing the exam	0.6 CEUs
Non-NKBA Activity	Number of CEUs
Present a program, course, webinar	0.1 CEU
Publish an article in a trade publication	0.1 CEU
Publish an industry related book	1.0 CEU

Submitting CEU Credit



Submitting CEU Credit

To submit your CEU, log onto NKBA.org using your email and Password. Complete the online CEU Reporting Form and click the submit button to send the information directly to the NKBA Certification Department for processing. Faxed, mailed or emailed CEU reporting forms will not be accepted.

Program Title: Complete title of program/seminar

Program Type: Chapter, webinar, etc.

Program Description: Brief summary of program

Presenter/Instructor Name: Instructor or program sponsor

Date of Program: List exact date/dates (please provide an agenda for multi-day programs that have not been pre-approved by the NKBA)

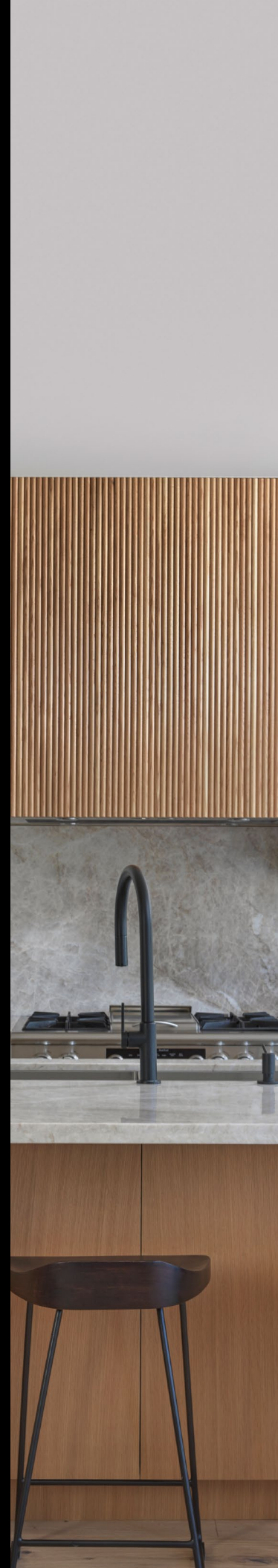
Length of Program: Total hours minus breaks and lunch

[Click here](#) to view the CEU reporting form.



Design: Jeffrey Florentine | Photo: Eric Kruk

Monitor Your CEU Submissions



Monitor Your CEU Submissions

You can access and monitor your CEUs on the NKBA website. Log into the [NKBA.org](https://www.nkba.org) website and navigate to the Newsfeed. If you scroll down on the right hand side of the page, the number of CEUs and the courses submitted will be on display for your review.

If there is a discrepancy, please contact the Member Relations Department at 800-THE-NKBA (843-6522). The NKBA no longer provides individual statements.



Design: Trish Knight, Co-Designer: Nicole Varga | Photo: Janis Nicolay

NKBA Chapters



NKBA Chapters

Chapters may invite speakers from any organization to present at chapter meetings. In order to qualify for CEUs, the presentation must pertain to the kitchen and bath industry and be at least one hour in length. The presenter does not need to be an approved CEU Provider for the course to qualify for CEUs, but must be a member of the NKBA.

Members are responsible for submitting their own CEUs via an online form. Courses presented at a chapter meeting will not be approved for more than 0.1 CEU (one hour), without the prior approval of NKBA Certification & Design.

Chapters requesting more than 0.1 CEU are required to submit the following documentation to the certification department four weeks prior to the event date for review. Chapters can view a sample timed agenda [here](#).

- + Program topic
- + Learning objectives
- + Presenter's bio
- + Length of program
- + Timed Agenda

Chapter Courses for Education Hours

Chapters can submit their own courses to NKBA Certification & Design to have them qualify for NKBA education hours and CEUs. The presenter must be an NKBA member and not a sponsor or other corporate member. Courses must be submitted by a chapter officer. [Please use this form](#). Depending upon the course length, these may be approved for more than one educational hour (0.1 CEU). Once notified of approval, the course may run. At the end of the course, participants will be surveyed. Using a standard evaluation target rate, the course must receive a minimum score of 4.0 out of 5.0 points in order to continue providing education credits.

Note: The purpose of this program is to encourage NKBA chapters to develop their own courses that will count for CEUs and education hours. The courses will belong to the chapters. This program is intended for NKBA chapter use, not for corporate sponsors or professional speakers.

Become an NKBA Approved CEU Provider

The NKBA recognizes providers of quality continuing education through our CEU Provider Program. The program offers providers of continuing education the opportunity to award NKBA CEUs for their training. Current options include the Single CEU Provider and the Multiple CEU Provider.

The NKBA CEU Provider Program provides a valuable service to the Kitchen and Bath Industry. NKBA members who participate in the program provide cutting edge educational material that is leading edge and thought provoking.

It is also a great promotional tool that is extremely cost effective. Multiple CEU providers are spotlighted in the CEU provider section of the NKBA website. You will have the ability to add your company logo as well as a brief description of your company's offerings and services, which will be visible to the entire NKBA member population. For more information, please visit [our website](#).



Design: Hannah Hacker, CMKBD | Photo: Meagan Larsen

FAQs



FAQS

How do I submit my CEUs?

To submit your CEU, log onto NKBA.org using your email and password. Complete the online CEU Reporting Form and click the submit button to send the information directly to the NKBA certification Department for processing. Faxed, mailed or emailed CEU reporting forms will not be accepted.

What will I see on my CEU on-line account?

You may access and monitor your account by logging into our website as a member. Your account displays your CEUs for the current cycle. If CEU credit is not posted to your account correctly, or there is a discrepancy, please contact the Member Relations Department at 800-THE-NKBA (843-6522). The NKBA no longer provides individual statements.

What are some examples of activities and events for earning CEUs?

NKBA Professional Development courses, NKBA chapter meetings, KBIS conference seminars, ASID educational programs, AIA educational programs, NARI educational programs, Industry related training. NKBA.org offers courses and webinars in topics such as design and various business related areas.

What are some examples of activities and events that DO NOT qualify for CEUs?

Holiday parties, award presentations, trade shows, or entering contests.

FAQS

What are some examples of topics that qualify for CEUs?

Kitchen/bath design, interior design, construction, sales, architecture, health/safety/welfare, universal design, perspective drawing, surfaces, leadership, ergonomics, countertop design, lighting, codes & standards, appliances, building technology, history of architecture, showroom design, business management, aging in place, CAD, green design, and marketing.

What are some examples of topics that DO NOT qualify for CEUs?

Commercial roofing, techniques in teaching, trends in the rental housing market, and pest control.

How many CEUs must a retired certified member earn?

Certified members, who have officially registered their member status with the NKBA as retired, must earn ten hours (1.0 CEUs).



Design: James E. Howard, Co-Designer: Kelly Johnson | Photo: Alise O'Brien

FAQS

How many CEUs must a member on a Leave of Absence earn?

Certified members who have been approved for a certification leave of absence with the NKBA will have their CEU requirements pro-rated.

What happens if I don't meet the CEU requirements?

Individuals whose certification has been revoked due to non-compliance with the CEU program will be required to reapply and retake the certification exam, unless they can document proof of having earned the required CEU credit.

Can I get an extension?

No. All required CEU hours must be earned and submitted by the end of the cycle.

What if there are no local programs or chapters in my area?

There are numerous options for earning CEU credit without having to travel a long distance:

- + Attend an NKBA online course or webinar.
- + Attend a seminar from an allied organization (ASID, NAHB, AIA, NARI, etc.).
- + Take a course at a local community college, university, or technical school (credit and non-credit).
- + Attend a course from an NKBA approved CEU Provider.
- + Complete the NKBA Specialty Badge program.

Can CEUs earned in excess of required amount carry over to the next cycle?

No. CEUs do not carry over to the next 2-year cycle.



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Contact Information

Please contact the **Certification Program**
at ceu@nkba.org with any questions.

Follow us | @theNKBA



For more information, please call 1-800-843-6522 or email Info@NKBA.org

1 W Broad St, Suite 300; Bethlehem, Pennsylvania 18018